

**IT IS THE VENDOR'S RESPONSIBILITY TO
CHECK FOR ADDENDUM PRIOR TO SUBMITTING PROPOSALS**

NOTICE TO BIDDERS

SPECIFICATION NO. 05-280

City of Lincoln intends to enter into contract and invites you to submit a sealed bid for:

ONE (1) BENCHTOP STERILIZER / AUTOCLAVE

MEETING OR EXCEEDING CITY OF LINCOLN'S SPECIFICATIONS

Sealed bids will be received by City of Lincoln, Nebraska on or before 12:00 noon Central Time, Wednesday, November 9, 2005 in the office of the Purchasing Agent, "K" Street Complex (SW Wing), Suite 200, 440 So. 8th Street, Lincoln, NE 68508. Bids will be publicly opened and read aloud in the First Floor Conference Room at the "K" Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Bids may be downloaded from the City's website at www.lincoln.ne.gov Keyword: Bid. It is the responsibility of all bidders to check for addendum(s) prior to submitting bids. Late bids will not be considered. Fax or e-mail bids are not acceptable. Bid response must be in a sealed envelope.

**SEALED BID
SPECIFICATION NO. 05-280**

**BID OPENING TIME: 12:00 NOON
DATE: Wednesday, November 9, 2005**

ADDENDA RECEIPT: The receipt of the addenda to the specification number ____ through ____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of City of Lincoln for the listed project agrees to provide the labor, certificate of insurance, materials and equipment in strict accordance with the specifications as prepared by the City for the consideration of the amount set forth in the following price schedule:

ONE (1) BENCHTOP STERILIZER / AUTOCLAVE

	<u>DESCRIPTION</u>	<u>QTY</u>	<u>TOTAL PRICE</u>
1.	Benchtop Sterilizer / Autoclave, as per specifications (Complete with standard accessories, freight & delivery)	1 ea	\$ _____
	MFG./MAKE/MODEL: _____		
	12 MONTH WARRANTY: _____	1 ea	\$ _____
2.	<u>Options</u>		
2.1_	Stainless steel perforated tray 12"L x 20"W x 2½"H	1 ea	\$ _____
2.2_	Stainless steel Basket 12"L x 20"W x 2½"H	1 ea	\$ _____

NO BID BOND REQUIRED

**NOTE: RETURN 2 COMPLETE COPIES OF BID OFFER AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO 05-280**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to City of Lincoln, and to enter into a contract if this offer is accepted.

COMPANY NAME

STREET ADDRESS or P.O. BOX

CITY, STATE ZIP CODE

TELEPHONE NO. / FAX NO.

Email address

BY (Signature)

(Print Name)

(Title)

(Date)

BIDS MAY BE INSPECTED IN THE PURCHASING OFFICES DURING NORMAL BUSINESS HOURS, AFTER TABULATION. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR BID.

NOTICE TO BIDDERS
Spec 05-280
One (1) Market Forge Benchtop Sterilizer / Autoclave

1. GENERAL INFORMATION

- 1.1_ The City of Lincoln invites you to submit a sealed bid for the purchase of one (1) Market Forge 16" Benchtop Sterilizer / Autoclave for the Lincoln Water System (LWS), Lincoln, NE.
- 1.2_ The purpose of this system is to perform sterilization of labware and liquids/media. Unit offered shall meet or exceed the requirements stated herein.

2. Bidding Procedure

- 2.1 The bidder is asked to quote a firm base bid price, plus separate quotations for consumables, service agreements and extended warranties (See Bidding Schedule and signature page).
- 2.2 The quotation shall be in accordance with these specifications with any exceptions, clarifications, or alternates clearly stated and outlined in detail.
 - 2.2.1 Please complete the enclosed check list indicating any variance to the specifications listed.
 - 2.2.2 The City reserves the right to determine if any variance is of material value to the City. All alternates will be considered.
- 2.3 The bidder shall guarantee performance of the Benchtop Sterilizer / Autoclave.
- 2.3 The quoted price shall remain firm for 90 days after the close of this solicitation, and shall include freight, installation, training and maintenance manuals as stated in the bid specifications

3. BID FORMAT

The bid shall be presented as follows :

- 3.1 Quoted price for required instrumentation/equipment.
- 3.2 Options to the bid shall be presented separately.
- 3.3 The bidder can provide a written summary of any additional features which are not listed in the specification.

4. DELIVERY, INSTALLATION AND PAYMENT

Bid prices offered shall be new, complete in every way, including freight and delivery costs, ready for use by the City.

- 4.1 Delivery shall be to:
 - Lincoln Water System
 - Ashland Water Treatment Plant
 - Attention: Laboratory Supervisor Lincoln Water Plant
 - 401 Hwy. 6, P.O. Box 144
 - Ashland , Nebraska 68003.

- 4.2 Payment shall be made Net 30 days upon delivery and installation.
 - 4.2.1 Money back guarantee.

5. **SPECIFIC INFORMATION** - All questions regarding these specifications must be made in writing to the following:

Mary Long, Assistant Purchasing Agent
"K" Street Complex (SW Wing)
440 So. 8th Street
Lincoln, NE 68508
Email: mlong@lincoln.ne.gov
Phone: (402) 441-8313
Fax: (402) 441-6513

- 5.1 All questions must be received in the Purchasing Department by no later than, Wed., November 2, 2005, to allow adequate time to prepare an addendum to mail to all known specification holders.
- 5.2 If the bidder is unable to meet all the required specifications, a written explanation shall be included.

FIRM NAME: _____

NOTICE TO BIDDERS
Spec 05-280
One (1) Market Forge Benchtop Sterilizer / Autoclave

EQUIPMENT DETAILS - Complete and return with your offer.

Market Forge 16” Benchtop Sterilizer / Autoclave
As per specifications listed herein.
Specify brand/model: _____

MEETS SPEC.
YES NO

SYSTEM SPECIFICATION

		Benchtop Sterilizer / Autoclave
___	___	1. <u>General Description:</u> One Market Forge 16” Benchtop Sterilizer / Autoclave will be supplied. The standard Benchtop Sterilizer / Autoclave shall consist of the following appropriate parts and supplies:
___	___	1.1 The Benchtop Sterilizer / Autoclave shall have adjustable sterilizing temperature range of 110°C to 121°C.
___	___	1.2 The Benchtop Sterilizer / Autoclave shall have a dial gauge temperature display.
___	___	1.3 The Benchtop Sterilizer / Autoclave shall have a dial gauge pressure display.
___	___	1.4 The Benchtop Sterilizer / Autoclave shall have a pressure range of 15 psi at 121°C
___	___	1.5 The Benchtop Sterilizer / Autoclave shall have a capacity of 3 cubic feet.
___	___	1.6 The Benchtop Sterilizer / Autoclave shall have a reservoir capacity of 5.7 liters.
___	___	1.7 The Benchtop Sterilizer / Autoclave shall have a timer for use up to 60 minutes.
___	___	1.8 The Benchtop Sterilizer / Autoclave shall have a aluminum sterilizer chamber.
___	___	1.9 The Benchtop Sterilizer / Autoclave shall have a low water shutoff.
___	___	1.10 The Benchtop Sterilizer / Autoclave shall have a 16” diameter chamber
___	___	1.11 The Benchtop Sterilizer / Autoclave shall have release pressure and power supply shut off at end of cycle.
___	___	1.12 The Benchtop Sterilizer / Autoclave shall have automatic door locks which cannot be opened until pressure is exhausted.

- ___ ___ 2. Power Requirements; All power specifications for the Benchtop Sterilizer / Autoclave and all components must be made clear in bid submittal documents. Any special, unique or non-standard requirements must be made known by the bidder.
- ___ ___ 3. Warranty: The bidder shall warrant all materials and workmanship for all equipment supplied for a minimum of 6 months following delivery.

 - ___ ___ 3.1 Any defective portions which are repaired or replaced shall be guaranteed for an additional 90 days.
 - ___ ___ 3.2 All costs for warranty work shall be borne by the bidder.
- ___ ___ 4 Operation and Maintenance Manuals: Adequate operation and maintenance information shall be supplied for all equipment requiring maintenance or other attention and shall include the following:

 - ___ ___ 4.1 Table of Contents and Legends Abbreviations listing.
 - ___ ___ 4.2 Equipment, normal operating characteristics and limiting conditions.
 - ___ ___ 4.3 Assembly, installation, adjustment and checking instructions.
 - ___ ___ 4.4 Operating instructions for start-up, routine and normal operation, shutdown and emergency conditions.
 - ___ ___ 4.5 Maintenance instructions.
 - ___ ___ 4.6 Guide to "troubleshooting".
 - ___ ___ 4.7 Bills of Materials and spare parts lists.

FIRM NAME: _____

REFERENCES

Provide three references for governmental agencies, or private organizations that are currently using this proposed Market Forge 16” Benchtop Sterilizer / Autoclave.

Firm Name:

Address: _____

Contact Name: _____ Title: _____

Phone Number: _____ Fax: _____

Approximate purchase date: _____

Firm Name:

Address: _____

Contact Name: _____ Title: _____

Phone Number: _____ Fax: _____

Approximate purchase date: _____

Firm Name:

Address: _____

Contact Name: _____ Title: _____

Phone Number: _____ Fax: _____

Approximate purchase date: _____

COMMENTS:

Firm Name

Signature

Date

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

PURCHASING DIVISION

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or typed, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name, address, fax number and email address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are requested, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
 - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
 - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.

- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least four (4) calendar days prior to the date and time for receipt of bids.
- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are additional documents issued by the City to prospective Bidders prior to the closing date for receipt of bids, which are intended to change or clarify the original plans and/or specifications, i.e. additions, deletions, modifications, or explanations.
- 5.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 5.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 5.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

6. ANTI-LOBBYING PROVISION

- 6.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff.

7. BRAND NAMES

- 7.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 7.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 7.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 7.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

8. DEMONSTRATIONS/SAMPLES

- 8.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 8.2 Such demonstration can be at the City delivery location or a surrounding community.
- 8.3 If the bidder is proposing an alternate product, the City may request a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

9. DELIVERY (Non-Construction)

- 9.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 9.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 9.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

10. WARRANTIES, GUARANTEES AND MAINTENANCE

- 10.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 - 10.1.1 Manufacturer's warranties and/or guarantees.
 - 10.1.2 Bidder's maintenance policies and associated costs.
- 10.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

11. ACCEPTANCE OF MATERIAL

- 11.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 11.2 Material delivered under this proposal shall remain the property of the bidder until:
 - 11.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
 - 11.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 11.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 11.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 11.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

12. BID EVALUATION AND AWARD

- 12.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 12.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 12.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 12.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 12.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 12.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 12.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.

13. INDEMNIFICATION

- 13.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or

destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.

- 13.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

14. TERMS OF PAYMENT

- 14.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

15. LAWS

- 15.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 15.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

16. AFFIRMATIVE ACTION

- 16.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

17. LIVING WAGE

- 17.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81.010 of the Lincoln Municipal Code. This wage is subject to change every July.

18. EXECUTION OF AGREEMENT

- 18.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
 - ☒ a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
 - ☐ b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☐ c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
 - 1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
 - 2. The prepared documents shall be delivered to the City within 10days (unless otherwise noted).
 - 3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
 - 4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.